

Travel & Expense Account
Transmittal Sheet

After Approval, Mail Receipts To

SECRETARY FOR RESOURCES
P.O.BOX 944246
SACRAMENTO, CA 94244-2460



Employee Name	CHRISMAN, MIKE
Expense Dates	05/01/09-05/01/09
Total Expense Amount	368.20
Amount Due Employee	39.00
Form ID	TEA000442190

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 05/01	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

PATRICK KEMP

Travel & Expense Account Summary

Employee Name MIKE CHRISMAN
Expense Dates 05/01/09-05/01/09
Report Name San Clemente Island Tour

Request Total \$ 368.20
Direct Charge Total - 329.20
Travel Advances - 0.00
Net Due Employee = 39.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	SCI-San Diego	368.20

NOTE: (d)=Direct Charge

DATE	Fri May 1									TOTAL
Commercial Air Fare (d)	329.20									329.20
Parking, Auto	15.00									15.00
Breakfast	6.00									6.00
Dinner	18.00									18.00
TOTALS \$	368.20									368.20

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Employee Name	<u>CHRISMAN, MIKE</u>
Expense Dates	<u>05/28/09-05/28/09</u>
Total Expense Amount	<u>142.20</u>
Amount Due Employee	<u>15.00</u>
Form ID	<u>TEA000457491</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 05/28	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

PATRICK KEMP

Travel & Expense Account Summary

Employee Name MIKE CHRISMAN
Expense Dates 05/28/09-05/28/09
Report Name Riverside Cty Water Symposium

Request Total \$ 142.20
Direct Charge Total - 127.20
Travel Advances - 0.00
Net Due Employee = 15.00

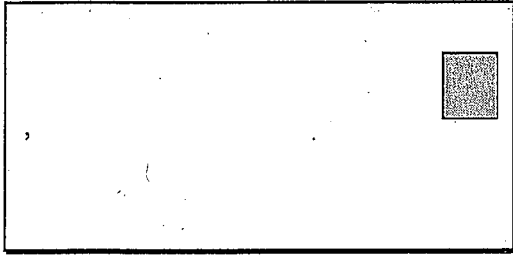
Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Riverside Cty	142.20

NOTE: (d)=Direct Charge

DATE	Thu May 28									TOTAL
Commercial Air Fare (d)	127.20									127.20
Parking, Auto	15.00									15.00
TOTALS \$	142.20									142.20

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To



Employee Name	<u>CHRISMAN, MIKE</u>
Expense Dates	<u>05/21/09-05/21/09</u>
Total Expense Amount	<u>254.20</u>
Amount Due Employee	<u>15.00</u>
Form ID	<u>TEA000457483</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 05/21	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

PATRICK KEMP

Travel & Expense Account Summary

Employee Name MIKE CHRISMAN
Expense Dates 05/21/09-05/21/09
Report Name Reforest California

Request Total \$ 254.20
Direct Charge Total - 239.20
Travel Advances - 0.00
Net Due Employee = 15.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	Reforest CA	254.20

NOTE: (d)=Direct Charge

DATE	Thu May 21									TOTAL
Commercial Air Fare (d)	239.20									239.20
Parking, Auto	15.00									15.00
TOTALS \$	254.20									254.20